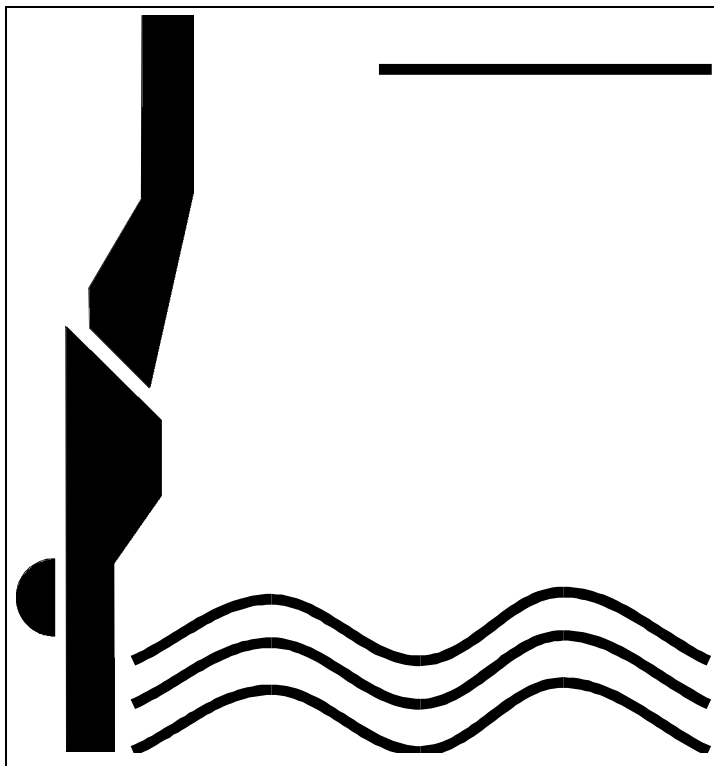


# BUREAU OF WATER

South Carolina Department of Health and Environmental Control

## Recreational Waters Permitting

A guide to permitting swimming pools and related facilities



Revised November 2001



[www.scdhec.net/water](http://www.scdhec.net/water)

# Preface

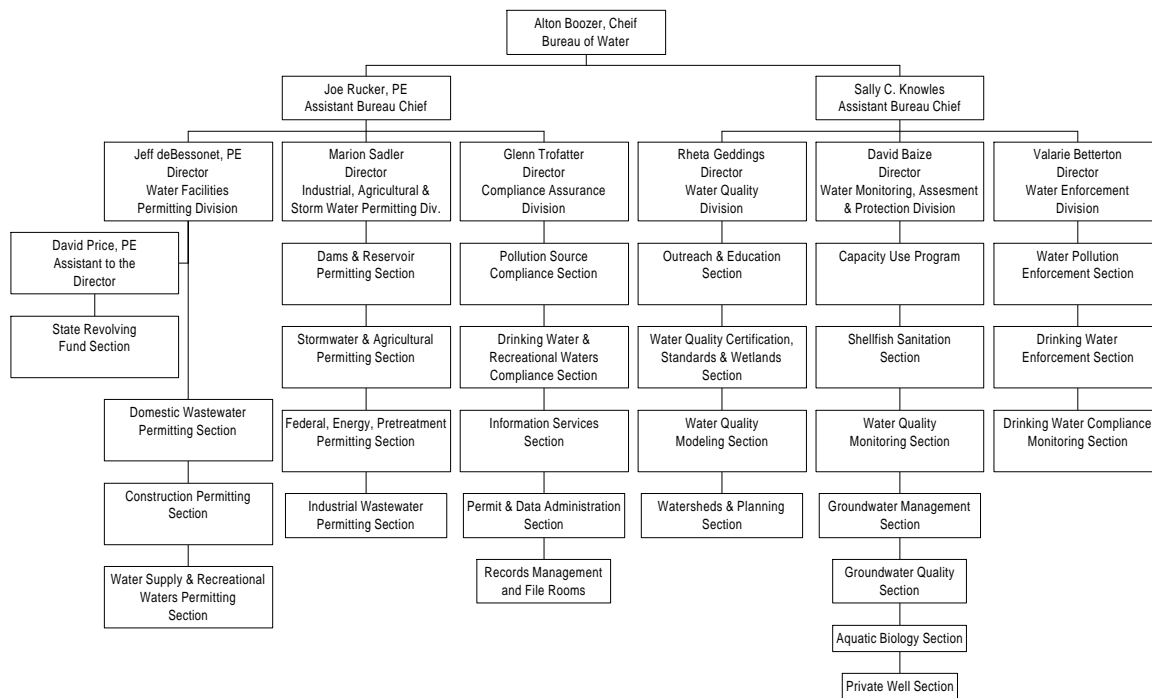
This document has been prepared for use by consulting engineers, developers, industries, and public entities dealing with the Bureau of Water on recreational waters program issues. It provides:

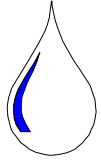
- An overview of the Bureau's responsibilities
- A summary of regulatory requirements
- Identification of the entities involved in permitting, and
- Highlights of the review and approval procedures

We hope this document will help everyone have a better understanding of the recreational waters program. Through this understanding, we feel it will be easier to go through the administrative processes, technical reviews, and approval processes of the Bureau.

This document provides an explanation of the Bureau's decision making processes. Our decisions are made based on the technical, administrative, and legal aspects of a recreational waters program with the protection of the environment and public health as the major considerations.

The Bureau is committed to providing quality service in a reasonable time in all aspects of the permit programs. To do this, we need the cooperation of all parties who deal with us in recognizing our responsibilities and the manner in which we implement them. Therefore, please take the time to read this document carefully. This document is not a replacement for the regulations on recreational waters programs. If you have any questions, please let us know. We welcome any comments you may have on this document or suggestions on how we can improve our service to you and the public.





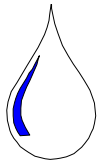
# Why?

*Q: Why is DHEC approval needed for construction of swimming pools and related facilities?*

*A: It is required by state regulations. DHEC's review helps insure safe and healthy public water facilities.*

DHEC has developed regulations that promote safe public swimming pool facilities which contain quality water for the protection of public health. State Regulation 61-51, amended most recently in 1995, contains the rules for appropriate construction and operation of public swimming pools. By definition, a swimming pool includes both conventional pools that might be seen at a hotel as well as innovative water park facilities with slides and wading pools.

Often referred to as the "pool program", this program regulates both the quality of water in pools as well as safe construction and operation practices. Requirements from lifeguards to filtered water provide a framework for insuring public pools that keep South Carolinians safe and healthy.



# Where?

**Q:** *Where do I apply for a permit?*

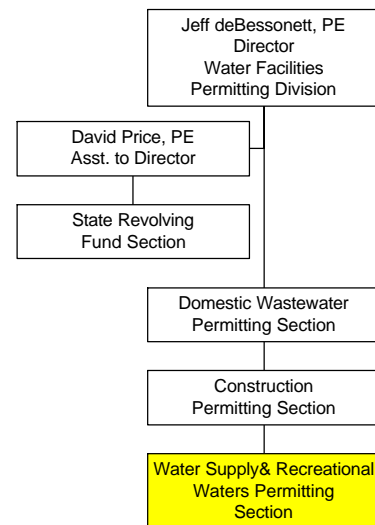
**A:** *DHEC's Bureau of Water is responsible for recreational waters permits:  
2600 Bull Street, Columbia, SC 29201*

The Bureau of Water (Bureau) is under the Office of Environmental Quality Control (EQC) of the Department of Health and Environmental Control (DHEC). The Bureau is responsible for protecting the quality of the state's surface and ground water and insuring safe drinking and recreational water for the public. To meet this responsibility, the Bureau issues permits, approvals, and certifications for a variety of wastewater and drinking water projects. This booklet explains the permitting procedures of the Bureau for the recreational waters or "pool" program.

## WATER FACILITIES PERMITTING DIVISION

Within the Bureau of Water, the Water Facilities Permitting Division issues permits for recreational waters facilities. The *Water Supply and Recreational Waters Permitting Section* is the group that manages the permitting function. Permit applications should be sent to this Section for review and approval.

**After Construction.** While DHEC's office on Bull Street in Columbia handles construction permits, our field of "district" offices are responsible for final piping and pool inspections and approval to place the facilities into operation. DHEC has 12 district offices. See Appendix 1 for a list of these offices.





# How?

**Q:** *How do I apply for a permit?*

**A:** *An application package consists of a completed permit application form, plans/specifications, an application fee, and certain administrative material.*

Before construction of any new public swimming pool, or the structural modification of any existing public swimming pool, a permit to construct must be obtained from DHEC. A public swimming pool is defined as an artificial structure used to impound water for such recreational uses as bathing, swimming, diving, wading, spraying, sliding, floating, rafting, or other similar usage which is not built in connection with a single family residence and the use of which is not confined to the family of the residence and their private guests, or which is not owned, constructed, operated, or maintained by a church, synagogue, or religious organization. Note below the pool types:

## **Pool Types**

Type "A" - any pool open to the general public, except for Type "E" pools, which does not require a membership or that a person be a guest of a member to gain entrance to the pool, or is not operated solely for and in conjunction with a residential development or a place of lodging.

Type "B" - swimming pools at hotels, motels, apartments, mobile home parks, condominium developments, country clubs, schools, swim clubs, health clubs, campgrounds, subdivisions and other pools of similar usage. Lazy rivers constructed at the above facilities shall be considered Type "B" pools.

Type "C" - wading (kiddie) or spray pools.

Type "D" - treatment pools, therapeutic pools, health spa pools and hot tubs.

Type "E" - those pools at water parks such as water flumes, water slides, lazy rivers, wave parks, inner tube rides, kiddie play parks, etc.

Type "F" - special purpose pools used exclusively for limited activities such as scuba diving lessons, helmet diving lessons, underwater work training, or similar, limited uses.

## **FEES**

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The recreational waters program has a fee system in place. This fee system addresses both permit applications and annual operating fees. The following details the fee program.

### **Construction Permit Fee**

- Type “A”, “B”, “C”, “D”, & “F” pools

Base Fee = \$200.00

Size Fee = \$0.20 per square foot of pool surface area

**Total Fee = Base Fee + Size Fee**

- Type “E” water flumes or water courses

Fee = \$500.00 per flume or water course. Additional area above the required landing area and all other Type “E” pools are charged according to above item.

### **Annual Operating Permit Fee**

- Type “A”, “B”, “C”, “D”, & “F” pools

Fee = \$100.00 for the first pool on the property and \$70.00 for each additional pool.

- Type “E” water flumes or water courses

Fee = \$70.00 per flume or water course.

- Late Penalty: Payments received at DHEC after March 15 of each calendar year will be assessed an additional ten percent late fee. An additional twenty five percent late fee will be assessed on April 15.

## **PERMITTING PROCESS**

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### **Application Submittal Process**

The application package should include submittal of the following items:

1. Four (4) copies of a completed application to construct (DHEC Form 2501).

2. Four (4) sets of plans and specifications prepared by an engineer or architect registered in the State of South Carolina.
3. Appropriate construction permit fee for the submittal based on the fee schedule provided above.

## **Permit Review Process**

Once a submittal has been received by DHEC, the project is entered into the review process. The review process is a two stage process culminating in the issuance or denial of a permit to construct.

*1. Administrative Review.* During the administrative review process the submittal is:

- Stamped in on the date received.
- Checked for completeness.
- Entered into a tracking database & assigned a log number.

The submitted fees are processed, invoices and tracking sheets are generated, a file is created, and the project package is assembled for delivery to the review engineer. The time assigned for this process is normally ten (10) calendar days, with the time the project is on hold not being counted toward this total. If the application is not accurate, fees incorrect, or submittal package incomplete, the project may be placed on hold or returned during this review.

*2. Engineering Review.* During the engineering review process the project is thoroughly examined for compliance with State Regulation 61-51. For example:

- Piping and equipment are checked for compliance with minimum turnover rates and proper design.
- Structure and materials are checked for compliance with minimum standards.
- Facility design is examined to insure compliance with safety and health standards.

If conflicts are found between the submitted design and regulation, or if the submittal lacks information needed to insure compliance with regulation, the project may be placed on hold and a review letter sent to the design engineer or architect addressing each of the items in question. Copies of each review letter sent to the engineer or architect are provided to the pool builder and owner listed on the application.

Once all items of the submitted design are found to be in compliance with regulation, the engineer shall issue a permit for the construction of the facility. If issues of design compliance cannot be resolved, a permit to construct may be denied by DHEC. The time assigned for this process is normally fifteen (15) calendar days with the time the project is on hold not being counted toward this total.

## Permit to Construct

A permit to construct is issued in the name of the owner listed on the construction application. The responsibility for construction falls on the owner. Copies of the construction permit and approved plans and specifications are provided to the owner, the pool builder, and the applicable district office in which the project is located. One copy of the permit, plans, and specifications remains on file in the DHEC Bureau of Water in Columbia.

## Inspections

DHEC performs a minimum of two (2) official inspections during the construction of permitted public swimming facilities. Other site inspections may be conducted at the request of the builder or owner, or at the discretion of DHEC. Each inspection requires that DHEC be notified by the permittee a minimum of three (3) days prior to scheduling the inspection. Inspections are performed by the EQC District personnel with assistance from Bureau of Water staff as needed. Any variations to the approved plans and specifications must be approved by the permitting engineer prior to these inspections. Variations to the approved drawings will not be approved on-site, and may require correctional measures if not addressed prior to the inspections.

*1. Piping Inspection.* The first inspection performed by DHEC is the piping inspection. During actual construction of the public swimming pool, after all piping has been installed, and before it is covered, the contractor, designer, or owner must notify DHEC so that an inspection of all piping, fittings, and appurtenances can be conducted to verify their sizes and locations. During the piping inspection, the pressure test of the piping must be concluded. All piping must be tested under a minimum pressure of thirty (30) psi or one and one half (1-1/2) times the normal operating pressure on the return line, whichever is greater. Pressures must have been maintained for a minimum of two (2) hours.

At the conclusion of this inspection, the on-site representative shall be given a copy of the inspection report form (DHEC form 1995) which shall be marked as complete or incomplete. A complete piping inspection grants approval to continue construction on the public pool. Incomplete inspections may require modifications, change order approval and re-inspection prior to continuing construction.

*2. Final Inspection.* The final inspection must be performed before the pool may be placed in operation. Prior to scheduling the final inspection, the pool builder and owner must submit separate letters to the EQC District certifying that the public pool was constructed according to the approved plans and specifications. If modifications were made to the originally permitted plans, then two (2) copies of *as-built* drawings must be submitted to the Bureau of Water in Columbia for approval prior to scheduling the final inspection. The District EQC Office must be notified, all certification letters accepted, and all changes approved a minimum of three (3) days prior to scheduling the final inspection.



The final inspection will include an overall inspection of the facility and verification that the facility was built according to the permitted plans. All pool equipment, safety equipment, and fixtures will be verified. The chlorine and pH levels of the pool will be measured by the inspector and must meet the required parameters. DHEC may collect an additional \$100.00 fee from the owner for each repeat final inspection that is required due to incomplete construction or construction that is not in accordance with the permitted plans and specifications. At the conclusion of this inspection, the on-site representative shall be given a copy of the inspection report form (DHEC form 1931) which shall be marked as complete or incomplete.

## **Permit to Operate**

Once a complete final inspection has been achieved, a permit to operate will be issued by DHEC. The operating sticker for the year of construction of the pool shall be issued with the operating permit. The annual operating sticker must be renewed each year thereafter according to the fee schedule given previously.

## **Construction Changes**

All changes to the originally permitted plans and specifications must be submitted to the Bureau of Water in Columbia for approval. This applies to changes which occur during construction or changes which occur after construction. All requests for changes should be sent to DHEC on a Change Order Request Form (DHEC form 3627). If extensive structural or piping modifications occur during construction, *as-built* plans prepared by the architect or engineer must be submitted to DHEC for a revised Permit to Construct.

## **Construction Permit Extensions**

Projects which are not completed prior to the expiration date of the construction permit must apply for an extension permit from DHEC. This request must be submitted in writing and include the project name, original permit number, and a statement that the site conditions have not changed since the issuance of the original construction permit.

## DHEC District Offices

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<i><b>DHEC District Offices of EQC</b></i>	
<b>Appalachia I</b> 2402 N. Main Street Anderson, SC 29621 864-260-5569 (fax: 260-4855) <i>Anderson and Oconee Counties</i>	<b>Lower Savannah</b> 218 Beaufort Street, NE Aiken, SC 29801 803-641-7670 (fax: 641-7675) <i>Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg Counties</i>
<b>Appalachia II</b> 301 University Ridge, Suite 5800 Greenville, SC 29601 864-241-1090 (fax: 241-1092) <i>Greenville and Pickens Counties</i>	<b>Pee Dee</b> 145 E. Cheves Street Florence, SC 29506 843-661-4825 (fax: 661-4858) <i>Chesterfield, Darlington, Dillon, Florence, Marion and Marlboro Counties</i>
<b>Appalachia III</b> 975 N. Church Street Spartanburg, SC 29303 864-596-3800 (fax: 596-2136) <i>Cherokee, Spartanburg and Union Counties</i>	<b>Trident</b> 1362 McMillan Ave., Suite 300 Charleston, SC 29405 843-740-1590 (fax: 740-1595) <i>Berkeley, Charleston and Dorchester Counties</i>
<b>Catawba</b> P.O. Box 100 Fort Lawn, SC 29714 803-285-7461 (fax: 285-5594) <i>Chester, Lancaster and York Counties</i>	<b>Upper Savannah</b> 613 South Main Street Greenwood, SC 29646 864-223-0333 (fax: 223-6935) <i>Abbeville, Edgefield, Greenwood, Laurens, McCormick and Saluda Counties</i>
<b>Central Midlands</b> P.O. Box 156 State Park, SC 29147 803-896-0620 (fax: 896-0617) <i>Fairfield, Lexington, Newberry and Richland Counties</i>	<b>Waccamaw</b> 1705 Oak Street Plaza, Suite #2 Myrtle Beach, SC 29577 843-448-1902 (fax: 946-9390) <i>Georgetown, Horry and Williamsburg Counties</i>
<b>Low Country</b> 104 Parker Drive Burton, SC 29906 843-846-1030 (fax: 846-0604) <i>Beaufort, Colleton, Hampton and Jasper Counties</i>	<b>Wateree</b> 105 Magnolia Street Sumter, SC 29151 803-778-1531 (fax: 773-6366) <i>Clarendon, Kershaw, Lee and Sumter Counties</i>